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ABSTRACT

An outline for an advanced typing course which emphasizes the development of production typing skills in a variety of business situations is presented. General course objectives and student performance objectives are given. Fifty lessons are organized into levels five and six. (Levels one through four comprise the Typing I and Typing II courses.) Level five (lessons 101-125) emphasizes skills needed in sales offices, general offices, accounting offices, and executive offices. Level six (lessons 126-150) emphasizes skills needed in legal offices, medical offices, government offices, and technical offices. A list of instructor and student materials and a short bibliography are included. (EM)

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Stark Technical College

TYPING III

JC830807

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TYPING III

A developed course encompassing the competencies identified in the administrative area of the Secretarial Science Technology task analysis.

Submitted
to
Stark Technical College
Staff and Development Office

Janice Pattison

1981/82

TYPING III 5005-1-233

3 Credits 3 Class Hours 2 Lab Hours

Application of typing skill to letter production, business reports, technical papers and manuscripts, in office situations.

Prerequisite: TYPING II (5005-1-223)

COURSE RATIONALE

TYPING III continues the development of typing techniques with emphasis on the improvement of speed and accuracy.

COURSE DESCRIPTION

TYPING III is designed to provide the student with opportunities to develop typewriting skills in a variety of business situations. The primary emphasis is on the development of production skills. The student is also given opportunities to improve basic speed and accuracy. Three sections of the text are devoted to speed and accuracy development.

COURSE ORGANIZATION

The textbook for TYPING III is organized into 15 sections of 50 lessons. The 50 lessons are divided into two levels. Level 5 (Lessons 101 - 125) provides students with activities that are typical of staff office situations found in sales offices, general offices, accounting offices, and executive offices.

Level 6 (Lessons 126 - 150) provides simulated activities found in legal offices, medical offices, government offices, and technical offices.

In Section 25, typing of spirit masters and stencils should not be included in this course. These topics are covered in another course.

The text is organized with alternative sections for simulated office activities and skill development. Sections 21, 24, 27, 31, and 34 are designed for improving basic skills. Sections 28 and 35 are production measurement sections.

A new feature of the Tenth Edition is the excerpts from the Office Procedures Manual which accompanies each simulation section. The instructor should refer students to the department reference manual for additional information and examples.

* Parts of this COURSE ORGANIZATION were condensed from the Preface of the textbook.

RESOURCES

Each quarter an instructor is designated to coordinate all TYPING III classes to insure continuity of content and evaluation between daytime and evening classes.

For additional resources, see the INSTRUCTOR MATERIALS section of this TYPING III course package or page v and vi of College Typewriting, Manual T20M.

GENERAL LEVEL COURSE OBJECTIVES

Upon completion of TYPING III, the student will be able to:

1. Produce high-quality typewritten work.
2. Plan work and complete it efficiently.
3. Make decisions without direct supervision.
4. Itegrate knowledge and skills in completing office work acceptably (within mailable standards).
5. Select and organize materials and supplies efficiently.
6. Proofread all work carefully and use production skills effectively.
7. Make necessary machine adjustments carefully and efficiently.
8. Do the work found in sales offices, general offices, accounting offices, executive offices, legal offices, medical offices, government offices, and technical offices.

*The objectives for the various units of this course were adopted from the corresponding units of College Typewriting, Advanced Course.

INSTRUCTOR MATERIALS

Textbook - College Typewriting Advanced Course by Wanous, Duncan, Warner, and Langford South-Western.

College Typewriting, Manual, T20M

MLS Student Activity Guide, Z235

MLS Procedures Manual, Z23P

Performance Tests T20A (available from department library)

Student Self-Check Solutions, T22K

Transparency Masters (available from department library)

Supplemental Typing Drill Books (available in file cabinets of typing rooms)

Timer or stopwatch

STUDENT MATERIALS

Text/Workbook - College Typewriting, South-Western T23

Supply of 8½ X 11 typing paper

Carbon paper

Onionskin copy paper

Correction materials (correction film)

Eraser

Dictionary

Secretarial reference manual (required)

LEARNING ACTIVITIES

Suggestions for daily lesson planning may be found in:

College Typewriting, Manual T20M

MLS Student Activity Guide, Z235

MLS Procedures Manual, Z23P

OVERALL COURSE OUTLINE

I. Lessons 101 & 102 - Improving Basic Skills (Review)
   A. Timed Writings
   B. Related Learning Activities

II. Lessons 103 - 106
   A. Sales Office
   B. Related Learning Activities

III. Lessons 107 - 110
   A. General Office
   B. Related Learning Activities

IV. Lessons 111 & 112 - Improving Basic Skills
   A. Timed Writings

V. Lessons 113 - 116
   A. Accounting Office
   B. Related Learning Activities

VI. Lessons 117 - 120
   A. Executive Office
   B. Related Learning Activities

VII. Lessons 121 & 122 - Improving Basic Skills
   A. Timed Writings

VIII. Lessons 123 - 125 (Measurement)

IX. Lessons 126 - 150
   A. Legal Typing
   B. Related Learning Activities

X. Lessons 131 - 134
   A. Medical Typing
   B. Related Learning Activities

XI. Lessons 135 & 136 - Improving Basic Skills
   A. Timed Writings

XII. Lessons 137 - 140
   A. Government Typing
   B. Related Learning Activities

XIV. Lessons 145 - 146 - Improving Basic Skills
   A. Timed Writings

XV. Lessons 147 - 150 (Measurement)

UNIT I LESSONS 101 & 102

OBJECTIVES

The purpose of this unit is to give students an opportunity to improve their straight-copy rate and to review communication skills.

A. Improving Basic Skills
   1. Building script-typing skill
   2. Building straight-copy skill
   3. Building rough-draft typing skill

B. Related Learning Activities
   1. Communication Aid: capitalization and punctuation
   2. Communication Aid: proofreader's symbols

UNIT II LESSONS 103 - 106

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Produce typewritten work common to sales offices.
2. Plan work and complete it efficiently.
3. Integrate knowledge and skills in completing office work acceptably (within mailable standards).

A. Sales Office
   1. Memo
   2. Agenda
   3. Tentative Sales Report
   4. Table
   5. Revised Agenda
   6. Sales Forecast Report
   7. Form Letters
   8. Quotation (form)
   9. Invoice
   10. Letter (compose)

B. Related Learning Activities
   1. Leaders
   2. Composing letters
   3. Procedures for typing forms
   4. Making changes in previously typed items
   5. Typing from rough drafts

UNIT III LESSONS 107 - 110

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type work found in general offices.
2. Plan work and complete it efficiently.
3. Integrate knowledge and skills in completing office work within acceptable mailable standards.

A. General Office
   1. Memos
   2. Letters
   3. Index cards
   4. Tabulations
   5. Form letters

B. Related Learning Activities
   1. Composing memos
   2. Using company style manuals
   3. Right justification
   4. Two-letter state abbreviations
   5. Typing from rough drafts

UNIT IV LESSONS 111 & 112

OBJECTIVES

The purpose of this unit is to give students an opportunity to improve their typing speed and accuracy.

A. Improving Basic Skills
   1. Building rough-draft skill
   2. Building straight-copy skill
   3. Building statistical-copy skill

UNIT V LESSONS 118 - 116

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing accounting papers, reports, and tables.
2. Plan work and complete it correctly and efficiently.

A. Accounting Office
   1. Auditor's Statement
   2. Balance Sheet
   3. Income Statement
   4. Statement of Retained Earnings
   5. Schedule of Accounts Receivable/Payable
   6. Schedule of Landholdings
   7. Binder Labels
   8. Table with Rulings
   9. Itinerary

B. Related Learning Activities
   1. Statistical typing
   2. AMS letter style
   3. Braced headings
   4. Horizontal and vertical rulings
   5. Typing on small pieces of paper/labels
   6. Typing from script

UNIT VI LESSONS 117 - 120

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing work in executive offices.
2. Plan and organize work efficiently.
3. Complete work neatly and correctly.

A. Executive Office
   1. Memo
   2. Two-page letter
   3. Employment agreement
   4. Letter on executive stationery
   5. Letter, rough draft
   6. Three-page report

B. Related Learning Activities
   1. Mailable/useable standard
   2. Blind carbon copy notation
   3. Blind photocopy notation
   4. Typing from script and rough draft
   5. Inserting fill-ins on a form
   6. Composing letters and memos

UNIT VII LESSONS 121 & 122

OBJECTIVES

The purpose of this unit is to give students an opportunity to improve their typing speed and accuracy on timed writings.

A. Improving Basic Skills
   1. Building script-copy skill
   2. Building rough-draft skill
   3. Building straight-copy skill
   4. Building statistical-copy skill

UNIT VIII LESSONS 123 - 125 (Measurement)

OBJECTIVES

The student will be able to:

1. Select and organize materials and supplies efficiently.
2. Plan work and make necessary machine adjustments.
3. Complete work acceptably within mailable standards.

A. Measurement
   1. Letters
   2. Ruled and unruled tables
   3. Business forms
   4. Financial table

UNIT IX LESSONS 126 - 130

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing legal documents.
2. Plan and complete work efficiently.
3. Proofread all work carefully, and make needed corrections neatly.

A. Legal Typing
   1. Warranty Deed
   2. Bill of Sale
   3. Power of Attorney
   4. Partnership Agreement
   5. Last Will and Testament

B. Related Learning Activities
   1. Using a Legal Document Format Manual
   2. Using legal ruled paper
   3. Titles, margins, spacing, page numbers, signature lines
   4. Correcting errors on legal documents
   5. Proofreading
   6. Latin abbreviations
   7. Legal backs
   8. Endorsements
   9. Typing from script and rough draft

UNIT X LESSONS 131 - 134

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing medical reports, letters, and documents.
2. Handle the clerical functions of a medical office.

A. Medical Typing
   1. Memos
   2. Outline
   3. Consent Form
   4. Medical History

B. Related Learning Activities
   1. Using medical forms
   2. Medical terminology
   3. Typing from rough draft and script

UNIT XI LESSONS 135 - 136

OBJECTIVES

The purpose of this unit is to give students an opportunity to increase their speed and accuracy on timed writings.

A. Improving Basic Skills
   1. Building rough-draft skill
   2. Building straight-copy skill
   3. Building statistical skill

UNIT XII LESSONS 137 - 140

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing government correspondence.
2. Plan work and complete it correctly and efficiently.

A. Government Typing
   1. Informal government letter
   2. Formal government letter
   3. Two-page formal government letter

B. Related Learning Activities
   1. Special government stationery
   2. Special sender's reference
   3. Special mailing instructions
   4. Attention line
   5. Material sent under separate cover
   6. Window envelopes
   7. Identification of office, writer, and typist

UNIT XIV LESSONS 141 - 144

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Demonstrate skill in typing work performed in technical offices.
2. Follow directions carefully and completely.
3. Use production skills effectively on technical jobs.

A. Technical Typing
   1. Memos
   2. Left-bound report
   3. Table
   4. Rough-draft letter

B. Related Learning Activities
   1. Margins, headings, spacing
   2. Footnotes
   3. Special symbols

UNIT XIV LESSONS 145 - 146

OBJECTIVES

The purpose of the unit is to give students an opportunity to increase their speed and accuracy on script and statistical copy.

A. Improving Basic Skills
   1. Building script typing skill
   2. Building straight-copy skill
   3. Building statistical-copy skill

UNIT XV LESSONS 147 - 150

OBJECTIVES

The student will be able to:

1. Select and organize materials and supplies efficiently.
2. Plan work and make necessary machine adjustments.
3. Complete work acceptably within mailable standards.

A. Measurement
   1. Straight-copy measurement
   2. Letters
   3. Memo
   4. Formal government letter for window envelope
   5. Warranty Deed
   6. X-ray report
   7. Boxed table with braced heading
   8. Report

EVALUATION

For evaluation suggestions, see the Manual, T20M, page 41.

TYPING III

SAMPLE CALENDAR
(10-week)

March 30	30 101, 102	31 103	1 104	2 105	3 106
April 6	6 107	7 108, 109	8 110	9 111, 112	10 113
April 13	13 114	14 115	15 116	16 117	17 GOOD FRIDAY VACATION
April 20	20 118	21 119	22 120	23 121	24 122
April 27	27 123	28 124	29 125	30 126	1 No Class
May 4	4 127	5 128	6 129	7 130	8 131
May 11	11 132	12 133	13 134	14 135	15 136
May 18	18 137	19 138	20 139	21 140	22 141
May 25	25 MEMORIAL DAY VACATION	26 142	27 143	28 144	29 145
June 1	1 146	2 147	3 148	4 149	5 150

June 8 Exam Week

USEFUL REFERENCES

PHILOSOPHY AND PSYCHOLOGY OF TEACHING TYPEWRITING by Allien R. Russon and S. J. Wanous. (South-Western)

THE SUCCESSFUL SECRETARY by the Editorial Staff of the Parker Publishing Co.

REFERENCE MANUAL FOR OFFICE PERSONNEL 6th Edition by House and Sigler (South-Western)

THE SECRETARY'S TIME SAVING GUIDE TO TYPING by the Editorial Staff of the Parker Publishing Company.

101 MODEL LETTERS THE SECRETARY MUST WRITE by Prentice-Hall, Inc.

ELECTRIC TYPING METHODS FOR THE TEACHER by Royal McBee Corp.